

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

**JOB ANNOUNCEMENT**  
**\*\*Half Time Benefitted Position\*\***

**POSITION: ASSISTANT CLINICAL COORDINATOR - CJC**

**Posting# 2046-0714jhm**

**REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: \$763.00 Bi-weekly plus benefits package**

*Step increase available after completing probation and annually thereafter.*

**OPENING DATE: July 9, 2014**

**CLOSING DATE: July 23, 2014**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under direction of a Clinical Therapist II, assesses individual client needs, provides crisis intervention, facilitates the provision of appropriate services and referrals, and monitors the progress of individual child victims.

**DUTIES INCLUDE:**

**Facilitates** necessary clinical intervention to assist in the review, staffing, and treatment processes during the investigation of child abuse cases.

**Provides** crisis intervention services to the child and family members on site and by telephone.

**Gathers** information to be used in the social assessment and services planning process of the multi-disciplinary team.

**Provides** individual and group mental health treatment referrals as needed for the alleged child victim and family.

**Tracks** treatment usage and outcome of the intervention processes.

**Assesses** the emotional state of the child and family and makes recommendations for action to the multi-disciplinary team.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge** of social services systems including protective service programs and procedures and basic knowledge of the criminal justice system. **Skill** in public relations, crisis intervention techniques, and effective interviewing and counseling; skill in word processing and data entry. **Ability** to maintain cooperative working relationships with those contacted in the course of work activities and ability to communicate effectively verbally and in writing.

**REQUIREMENTS FOR EMPLOYMENT:**

A Bachelor's Degree in Social Work, Psychology, or related field and two (2) years direct services work experience in a child related clinical, social services, or primary education setting OR a Master's Degree in Social Work, Psychology, or a related field. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Incumbent must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment, and have status with the State of Utah as a Social Service Worker (SSW) or equivalent under the Mental Health Professional Practice Act (UCA 58-60). Incumbent is required to complete continuing education required to maintain licensure. **Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

